

DD/A Registry

85-1116

28 March 1985

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MEMORANDUM FOR: Executive Officer, DDA

FROM:

Chief of Protocol

SUBJECT: Photographic and Printing Requisitions

1. As you can imagine, the Protocol Branch has many requirements for printing and photography by P&PD. For the period 1-27 March, we sent out 21 photographic requisitions and 8 printing requisitions--a total of 29 for this 19-day work period. Up until this time, it has been the practice, in the interest of saving time, to obtain from the OP Records Management Officer a package of pre-signed requisition forms, as well as a block of numbers for our use. (I believe there are 30 forms in a package, and we obtained thirty numbers as well.)

2. We have only a few pre-signed requisitions remaining. Since we are now under CMO/DDA, I asked one of our staff to determine how we go about getting forms. I am advised that you are the approving authority for the ODDA and that it has been customary to obtain the forms on a case-by-case basis. Again, in the interest of saving time, and our not having to bother you each day to sign a form or two, it would be a great advantage if we could obtain the pre-signed forms and a set of numbers to use as required.

3. Please let me know how you wish us to proceed.